CITY COUNCIL

Special Meeting

Special Meeting Wednesday, November 28, 2012 Council Chambers 5:00 p.m.

The Regular Meetings of City Council are filmed and can be viewed LIVE while the meeting is taking place or at your convenience at any time after the meeting on the City's website at www.ReadingPa.gov

All electronic recording devices must be located behind the podium area in Council Chambers and located at the entry door in all other meeting rooms and offices, as per Bill No. 27-2012

I. Opening Matters Roll Call

II. Purpose

The purpose of this meeting is for Council to introduce the 2013 Position Ordinance.

III. Public Comment

<u>Clerk before 5 pm on the day of the meeting.</u> All remarks must be directed to Council as a body and not to any individual Council member or public or elected official in attendance. Any person making personally offensive or impertinent remarks or becoming unruly while addressing Council may be called to order by the Presiding Officer, and may be barred from speaking before Council, unless permission to continue speaking is granted by the majority vote of Council.

<u>Those commenting shall limit their remarks to 3 minutes.</u> No comments shall be made from any other location except the podium, and anyone making "out of order" comments may be subject to removal. There will be no demonstration at the conclusion of anyone's presentation. Citizens may not ask questions of Council member or other elected or public official in

attendance. <u>Citizens attending the meeting may not cross into the area beyond the podium.</u> Any materials to be distributed to Council must be given to the City Clerk before the meeting is called to order.

IV. Approval of Agenda

V. Introduction of New Ordinances

A. Ordinance - establishing the employee positions for the City of Reading for the fiscal year 2013 (Law)

VI. Adjourn

BILL NO.____-2012

AN ORDINANCE

AN ORDINANCE ESTABLISHING THE EMPLOYEE POSITIONS FOR THE CITY OF READING FOR THE FISCAL YEAR 2013.

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Positions for the City of Reading's fiscal year beginning January 1, 2013, and ending December 31, 2013, shall be as set forth in Exhibit A attached hereto and made a part hereof.

SECTION 2. This Ordinance shall become effective January 1, 2013.

	Enacted	, 2012
	President of Counc	
Attest:		
City Clerk		
Submitted to Mayor:		
Date:		
Received by Mayor's Office:		
Date:		
Approved by Mayor:		
Date:		
Vetoed by Mayor:		
Data		

City of Reading Listing of Positions For the 2013 Operating Budget

			Original 2012 Number	of Employees	Proposed 2013 Number of Employees	
Division	Position Title	Status	Full-Time	Part-Time	Full-Time	Part- Time
Mayor						
	Administrative Assistant To The Mayor	Full- Time	1		-	
	Administrative Assistant To The Mayor	Part- Time	-		-	1
	Executive Assistant To The Mayor	Full- Time	1		-	
	MAIG Regional Coordinator	Full- Time	1		-	
	Mayor	Full- Time	1		1	
	Special Assistant, Policy and Outreach	Full- Time		-	1	
	Special Assistant, Government Services	Full- Time		-	1	
	Executive Assistant	Full- Time		-	1	
			4	-	4	1
Managing Director Managing Director Communication Specialist	Full- Time Full-	1		1		

		Time	-		-	
	Business Analyst	Full- Time	1		1	
	F C	Full-	1		1	
	Executive Secretary/Admin Aide	Time	1		1	
	Economic Development Coordinator	Part- Time		1		
		Time				
			3	1	3	-
Human Relations Com	mission					
		Full-				
	HRC Executive Director	Time	1		1	
		Full-	_			
	HRC Investigator	Time	1		1	
	IIDC CL 1	Full-	1		1	1
	HRC Clerk	Time	1			1
			3	_	3	1
City Auditor						-
,		Full-				
	City Auditor	Time	1		1	
		Full-				
	Auditing Coordinator	Time	1		1	
			2		2	
City Council			2	-	2	_
		Part-				
	Council President	Time		1		1
		Part-				
	Council Member	Time		6		6
		Full-				
	Deputy City Clerk	Time	1		1	
		Full-				
	Legislative Aide	Time	1		1	
	City Clerk	Full-				

	Intern	Time Part- Time	1	1	1 	
			3	8	3	7
Director of Administrativ	ve Services					
	Confidential Secretary	Full- Time	1		1	
Director of Administrative Services Grant Writer Controller	Full- Time	1		1		
	Full- Time	1		1		
	Full- Time	1		1		
			4	-	4	-
Purchasing		11				
	Donale a director	Full-	1		1	
	Purchasing Coordinator	Time Part-	1		1	
	Purchasing Clerk	Time Part-		1		-
	Printing Clerk	Time		1	_	1
			1	2	1	1
Accounting		г 11				
	Accounting & Treasury Manager	Full- Time	1		1	
	Accountant	Full- Time	1		1	
	Pension Administrator	Full- Time	1		1	
	Revenue Accountant	Full- Time	1		1	
	Floater/Payroll	Full-				

		Time	1	1
	Payroll Clerk	Full- Time	1	1
	Accounting Clerk	Full- Time	1	1
			7 -	7 -
Information Technology			•	•
3,	GIS Coordinator	Full- Time	1	1
	Public Safety Support	Full- Time	1	1
	Network Administrator	Full- Time	1	1
	Developer	Full- Time	1	1
	Web Developer	Full- Time	1	1
	_	Full-		
	Trainer	Time Full-	1	1
	System Support Analyst	Time	1	1
	IT Manager	Full- Time	1	1
	Lead Developer	Full- Time	_1	_1
			9 -	9 -
Citizens Service Center				
		Full-		
	Citizens Service Center Manager	Time Full-	1	1
	Billing Coordinator	Time Full-	1	-
	Treasury Coordinator	Time	1	1

	Municipal Professional	Full- Time	2		2	
	Municipal Professional	Full-	۷		۷	
	Municipal Aide II	Time	8		6	
			13	_	10	-
Human Resources						
		Full-				
	Clerks	Time Full-	-		-	
	Diversity and Information Officer	Time	1		-	
	D C 1: 1	Full-			1	
	Program Coordinator	Time Full-	-		1	
	HR Generalist	Time	-		1	
	Human Resources Manager	Full- Time	1		1	
	Human Resources Coordinator -	Full-	1		1	
	Benefits	Time	_1		1	
			2		4	
Mailroom			3	-	4	-
IVIAIII OOIII		Full-				
	Mailroom Clerk	Time	1			
			4			
Solicitor			1	-	-	-
Solicitor		Full-				
	Solicitor	Time	1		1	
	Confidential Secretary	Full-	4		4	
	-	Time Full-	1		1	
	Executive Secretary / Admin Aide / Paralegal	Full- Time	1		1	
		Full-	1		1	
	Legal Specialist	Time	3		3	

			6		6
Public Works					
	Confidential Secretary	Full-	4		4
	, and the second	Time Full-	1		1
	Public Works Director	Time	1		1
		Time	1	<u> </u>	
			2 -		2 -
Garage					
	Maintenance Mechanic	Full-			
	mariterarie Weeranie	Time	4		4
	Maintenance Worker I/Parts Person	Full-	1		1
		Time Full-	1		1
	Secretary	Time	1		1
	Con all Empire a Domaine and an	Full-			
	Small Engine Repairperson	Time	1		1
	Foreman	Full-			
		Time	1		1
			8 -		8 -
Engineering			0 -		-
Lingmeeting		Full-			
	Engineering Aide III	Time	-		-
	Engineering Aide IV	Full-			
	Engineering rade iv	Time	1		
			1		
Highways			1 -		-
Highways		Full-			
	Equipment Operator II	Time	16		15
	Maintanana Manlan I/Ciana 1	Full-			
	Maintenance Worker I/Signmaker	Time	1		1
	Foreman	Full-			

	Laborer	Time Part- Time		1 -			1 -	
Parks				18	-		17	-
rarks	Equipment Operator II Equipment Operator III Foreman Maintenance Worker I Maintenance Worker III Operations Division Manager	Full- Time Full- Time Full- Time Full- Time Full- Time Full- Time	2 2 2 - 1			2 2 2 - 1		
	Secretary Laborer	Full- Time Part- Time	1 - 9	10 10		1 - 9	<u>8</u>	
Shade Tree	Equipment Operator II/ Arborist Maintenance Worker I	Full- Time Full- Time	1 1	10		1 1	O	
Recreation	Recreation Supervisor Recreation Aide	Full- Time Part-	2	-		-	-	

	Tennis Instructor Park Security Guard	Time Part- Time Part- Time			- - -	
Public Property			-	-	-	-
1 ,	Foreman	Full- Time	2		1	
	Maintenance Worker III	Full- Time	-		-	
Tradesman Custodial Worker	Full- Time	4		4		
	Custodial Worker	Part- Time		8		8
Police - Criminal Investig	gations		6	8	5	8
	Captain	Full- Time	1		1	
	Police Officer (CI Assignment)	Full- Time	19		19	
	Lieutenant	Full- Time	1		1	
	Police Officer (ID Assignment)	Full- Time	4		4	
	Court Liason Officer	Part- Time		-	-	1
	Clerk	Part- Time Full-		-	-	1
	Sergeant	Time	5		5	
			30	-	30	2

Police - Special Services

Caralain	Full-				
Captain	Time	1		1	
Load Clark/Trainor	Full-				
Lead Clerk/Trainer	Time	1		1	
Police Officer/FTO	Full-				
ronce Officer/ FTO	Time	1		1	
Telecommunicator Supervisor	Full-				
refeconfindincator Supervisor	Time	1		1	
Telecommunicator I	Full-				
Telecommunicator 1	Time	3		3	
Telecommunicator II	Full-				
refeconfindincator ii	Time	11		11	
Telecommunicator	Part-				
Telecommunicator	Time		8		8
Records Clerk	Full-				
Records Clerk	Time	4		4	
Records Office Supervisor	Full-				
Records Office Supervisor	Time	1		1	
TAC Officer	Full-				
TAC Officer	Time	1		1	
Lieutenant	Full-				
Lieutenant	Time	2		2	
Secretary - Police Academy	Full-				
Secretary - I once Academy	Time	1		1	
Sergeant - Video Surveillance	Full-				
Sergeant - Video Survemance	Time	-		1	
Sergeant - Records	Full-				
Sergeant - Necorus	Time	1		-	
Radio Supervisor	Full-				
Radio Supervisor	Time	1		1	
Video Monitorer	Part-				
video Monitorei	Time		8		8
Systems Administrator Supervisor	Full-				
•	Time	1		1	
Court Liason Officer	Part-				

	Clerk	Time Part- Time		1		- -
Police - Patrol			30	18	30	16
Tonce - Lation	Captain	Full- Time Full-	1		1	
	Lieutenant Police Officer Police Officer/FTO	Time 4 Full- Time 107 Full-			4	
			107		108	
	Sergeant	Full- Time	14		15	
	Clerk	Part- Time		1		1
	School Crossing Guard	Part- Time		100		100
Police - Administration			130	101	131	101
_ 0	Chief of Police	Full- Time	1		1	
	Deputy Chief of Police	Full- Time	-		-	
	Confidential Secretary	Full- Time Full-	1		1	
	Lieutenant	Time Full-	-		1	
	Sergeant Administrative Assistant	Time Part-	2		-	
	Administrative Assistant	Time		2		2

Fire Administration			4	2	3	2
	Clerk Typist II	Full- Time Full-	1		1	
	Administrative Officer	Time Full-	1		1	
	Fire Chief	Time	1		1	
	First Deputy Chief	Full- Time	_4		4	
			7	-	7	-
Fire Special Services (Pre	eventive Education)					
	LT Fire Prevention Officer	Full- Time	3		3	
	Fire Marshal	Full- Time	1		1	
	Lt Fire Training Officer	Full- Time				
Fire Training			4	-	4	-
		Full-				
	Lt Fire Training Officer	Time	1		1	
Fire Suppression			1	-	1	-
The suppression	Second Deputy Chief	Full- Time Full-	4		4	
	Firefighter V	Time Full-	76		70	
	Firefighter IV	Time	-		-	

		Full-		
	Firefigher III	Time	-	_
	2 0 0 0	Full-		
	Firefighter II	Time	-	-
		Full-		
	Firefighter I	Time	4	11
		Full-		
	Firefighter Trainee	Time	-	-
	_	Full-		
	LT Fire Suppression Officer	Time	4	4
			88 -	89 -
Fire EMS				
		Full-		
	Deputy Chief/EMS Mgr	Time	1	1
	The following	Full-		
	EMS Lieutenant	Time	4	4
	T' (' 1 , X	Full-	11	10
	Firefighter V - Medic	Time	11	12
	Einefichten IV. Media	Full-		
	Firefighter IV - Medic	Time Full-	-	-
	Firefigher III - Medic	Time	1	7
	Thengher in - Wedie	Full-	1	,
	Firefighter II - Medic	Time	3	_
	Thenghel it ivieuse	Full-		
	Firefighter I - Medic	Time	4	1
	O	Full-		
	Firefighter Trainee - Medic	Time	1	-
		Full-		
	Transport Coordinator	Time	1	1
		Full-		
	Wheelchair Van Driver	Time	5	5
			31 -	31 -

Planner III								
Time 1	CD Planning		Full-					
CD-Property Maintenance		Planner III		1		_1		
CD-Property Maintenance								
Full- Full	CD. Business			1	-	1	-	
Codes Manager	CD- Property Maintenance							
Chief Clerk	Walltellance		Full-					
Chief Clerk		Codes Manager		1		1		
PMI Supervisor								
PMI Supervisor		Chief Clerk		1		1		
Development & Inspection Clerks		DMI Companies		2		2		
PM Specialist Pm Specialist Full- Time 1 Property Maint Aide Full- Time 3 Pm Specialist Full- Time 3 Property Maint Inspector Full- Time 20 Part- Time 1 Clerk Part- Time 1 Part- Time 1 Part- Time 1 Part- Time 1 Part- Time 2 Responsible of the second of				3		3		
PM Specialist Full- Time 1 Property Maint Aide Full- Time 3 2 Property Maint Inspector Full- Time 20 Part- Time 1 Clerk Part- Time 1 32 2 32 32 CD - Zoning		Development & Inspection Clerks		3		3		
Property Maint Aide Property Maint Inspector Full- Time 20 22 Housing Coordinator Fart- Clerk Part- Time 1		D160 1111				C		
Property Maint Aide Full- Time 3 Full- Full- Time 20 Part- Time 1 Clerk Part- Time 1 Part- Time 1 Part- Time 1 Part- Time 2 Part- Time 3 Part- Time 2 Part- Time 2 Part- Time 3 Part- Time 2 Part- Time 2 Part- Time 3 Part- Time 2 Part- Time 2 Part- Time 3 Part- Time 2 Part- Time 2 Part- Time 3 Part- Time 2 Part- Time 3 Part- Time 3 Part- Time 2 Part- Time 3 Part- Time 2 Part- Time 3 Part- Time 4 Part- Time		PM Specialist		1		-		
Property Maint Inspector Full- Time 20 22 Housing Coordinator Time 1 - Clerk Part- Time 1 - 32 2 32 - CD - Zoning		Duamouty Maint Aida						
Property Maint Inspector		Property Maint Aide		3		2		
Housing Coordinator Part- Time 1 - Clerk Part- Time 1 - Part- Time 20 Part- Time 20 1 - CD - Zoning		Property Maint Inspector						
Time 1 - Part-Time 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1		Troperty Want Inspector		20		22		
Clerk Part- Time 1		Housing Coordinator			4			
Time 1		O			1		-	
32 2 32 - CD - Zoning		Clerk			1			
CD - Zoning			Time		1			
CD - Zoning				32	2	32	-	
	CD - Zoning							
Full-	8	Codes Manager Chief Clerk PMI Supervisor Development & Inspection Clerks PM Specialist Property Maint Aide Property Maint Inspector Housing Coordinator	Full-					
Zoning Administrator Time 1 1		Zoning Administrator	Time	1		1		
Full-								
Zoning Technician Time 1 1		Zoning Technician		1		1		

Full-

Time

Part-

2

2

Zoning Inspector

Clerk

		Time		1		1
			4	1	4	1
CD - Trades						
	Secretary	Full- Time	1		1	
	Chief Building Official	Full- Time	1		1	
	Plumbing Inspector	Full- Time	1		1	
	Building Inspector	Full-				
	Electrical Inspector	Time Full-	1		1	
	-	Time Full-	1		1	
	HVAC Inspector	Time Full-	1		1	
	Residential Inspector	Time	1		1	
	Clerk	Part- Time	1		_	-
			8	-	7	-
CD - Administration						
	Deputy CD Director	Full- Time	1		1	
	DI ALCONOLINA	Full-			1	
	PMI Specialist	Time Full-	-		-	
	CD/Hist Preserv Specialist	Time Part-	1		1	
	Clerk	Time	-		-	
	Business Ambassador	Part- Time	-		-	
	Zoning Administrator	Full- Time	-		-	

	Building Official	Full- Time			
CD - HUD			2 -	2	-
	CD Specialist	Full- Time Full-	2	2	
	CD Specialist Manager	Time	1	1	
	CD Specialist III	Full- Time	1	1	
	Community Development Director	Full- Time	1	1	
	Confidential Secretary	Full- Time	1	1	
	Fiscal Officer	Full- Time	1	1	
	Rehab Specialist	Full- Time	1	-	
			8	7	-
Library Administration		Full-			
	Director of Libraries	Time	1	1	
	Assistant Director of Libraries	Full- Time	2	2	
			3	3	-
Library - Circulation	Librarian I	Full- Time	1	1	
	Librarian II	Full- Time	-	-	
	Librarian III	Full- Time	_1	1	

Library - Reference			2	2	-
	Librarian II	Full- Time	4	4	
	Librarian III	Full- Time	1	1	
Water Administration			5	5	-
vuici rammismunon	Foreman	Full- Time	-	-	
	Customer Service Rep.	Full- Time	-	-	
	GIS/CAD Technician	Full- Time	-	-	
	Engineering Aide III	Full- Time Full-	-	-	
	Distribution Engineer	Time			
Water Collection			-	-	-
	Equipment Operator I	Full- Time	-	-	
	Equipment Operator II	Full- Time	-	-	
	Equipment Operator III	Full- Time Full-	-	-	
	Foreman	Time Full-	-	-	
	Maintenace Worker II Watershed Manager	Time Full-	-	-	
	Watershed Manager	Time			

			-	-	-
Water Purification					
		Full-			
	Centrifuge Operator I	Time	-	-	
		Full-			
	Dewatering Technician	Time	-	-	
	Lab Technician	Full-			
	Lab recinician	Time	-	-	
	Chief Operator	Full-			
	Chief Operator	Time	-	-	
	Clerk Typist II	Full-			
	Cicik Typiot II	Time	-	-	
	Foreman	Full-			
	Torentari	Time	-	-	
	Lab Supervisor/Bact.	Full-			
		Time	-	-	
	Maintenance Worker II	Full-			
		Time	-	-	
	Tradesman	Full-			
		Time	-	-	
	Water Plant Oper. I	Full-			
	-	Time Full-	-	-	
	Water Plant Oper. II	Time			
		Time			
					_
Water Distribution			-	_	_
water Distribution		Full-			
	Equipment Operator II	Time			
		Full-	-	-	
	Field Investigator	Time	-	_	
		Full-		_	
	Foreman	Time	_	-	
	Foreman - Meter	Full-			
	1 OTCHMIT THEREI	1 411			

		Time	_	_
		Full-		
	Foreman - Mechanic	Time	-	=
	T	Full-		
	Foreman - Main Crew	Time	-	-
		Full-		
	Foreman - Service Crew	Time	-	-
	Maintenance Mechanic II	Full-		
	Maintenance Mechanic II	Time	-	-
	Maintenance Worker II	Full-		
	Mantienance Worker in	Time	-	-
	Maintenance Worker III	Full-		
	Wantenance Worker III	Time	-	-
	Superintendent	Full-		
	Superintertaent	Time		_
			-	-
Self - Insurance				
	Risk and Safety Coordinator	Full-		
	Mok and barety Coordinator	Time	1	1
	OCIP Coordinator	Full-		
		Time		
			4	4
C			1	1 -
Sewers		T 11		
		Full-	1	1
	System Superintendent	Time	1	1
	Utilities Systems Manager	Full-	1	1
	, G	Time Full-	1	1
	Utility Engineer	Time	1	1
		Full-	1	1
	Environmental Prog Coordinator	Time	1	1
		Full-	1	•
	Foreman	Time	2	2
			_	_

Equip On II	Full-				
Equip Op II	Time	10		10	
Maint Markor III	Full-				
Maint Worker III	Time	1		1	
Clark Typick I	Full-				
Clerk Typist I	Time	1		1	
Engineer Aide III	Full-				
Engineer Aide III	Time	1		1	
Engineer Aide IV	Full-				
Liighteel Mue IV	Time	-		1	
Maintenance Mechanic	Full-				
Tylamice tylechame	Time	1		1	
Project Coordinator	Part-				
Troject Coordinator	Time		1		3
		20	1	21	3
Maint Supv	Full-				
	Time	1		1	
Belt Press Op I	Full-				
1	Time	2		2	
Cert Oper/Shift Sup	Full-				
1	Time	6		6	
Operations Supv	Full-	1		1	
•	Time	1		1	
Elec/Elect Field Eng	Full- Time	1		1	
	Full-	1		1	
Elec/Inst Tech	Time	_			
	Full-	-		-	
Utilities Div Manager/Environ	Time	_		_	
	Full-				
Utility Engineer	Time	1		1	
	Full-	-		-	
Utility Clerk Typist	Time	_		-	
Env Prog Coord	Full-				
0					

Full-

WWTP

	Time	-		-	
Equip Op II	Full-				
1 1 1	Time	1		1	
Lab Supv	Full- Time	1		1	
	Full-	1		1	
Lab Tech	Time	5		5	
	Part-	5		J	
Lab Tech	Time		1		
N. C. (117 1 T (N. C. 1)	Full-				
Maint Worker II (Mech)	Time	3		3	
M-: (\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	Full-				
Maint Worker III	Time	-		-	
Maintenance Mechanical	Full-				
iviantienance iviechanicai	Time	1		1	
Maint Worker III Elec/Mech	Full-				
wiantt vvorker in Elec', wiech	Time	2		2	
Indusrial Maint Mech	Full-				
ndusriai Maint Mech	Time	2		2	
Pump Tender	Full-				
tump render	Time	4		4	
Secretary	Full-				
	Time	1		1	
o tudu p	Full-	_		-	
Serv Utility Person	Time	7		7	
Sew Plant Op I (6th St.)	Full-				
- , , ,	Time	-		-	
Sew Plant Op I (Fritz Is)	Full- Time				
	Full-	-		-	
Sew Plant Op II (Fritz Is)	Time	_		_	
	Full-	_		_	
Sewer Plant Operator II	Time	4		4	
	Full-	1		1	
Wastewater Treatment Manager	Time	1		1	
Tradesman (Elec)	Full-	_		_	

		Time Full-	2		2	
	Project Accountant	Time	1		1	
Recycling/Trash			47	1	47	2
Recycling Trasii		Full-				
	Solid Waste Supervisor	Time Full-	1		1	
	RSD Recycle Truck Driver	Time Full-	-		1	
	Divivion Manager	Time Full-	-		1	
	Graffiti Coordinator	Time Full-	1		1	
	Foreman	Time Full-	1		1	
	Maintenance Worker II	Time Full-	5		5	
	Maintenance Mechanic	Time Full-	1		-	
	Equipmant Operator II	Time	5		5	
	Clerk Typist II	Full- Time	1		-	
	Solid Waste Coordinator/Environmentalist	Full- Time Full-	-		-	
	Municipal Aide II Reading School District Recycle	Time Full-	-		1	
	Education	Time	-		1	
	Clerk	Part- Time		2		-
	Education Coordinator	Part- Time		1		1
	Graffiti Abatement Technician	Part-				

	Time		2			1	
		15	5		17	2	
Number of Full-Time and Part-Time Employees		578	160	Į	574	155	